



DIVISION OF FISHERIES & WILDLIFE

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PROPER STUDENT TESTING PROCEDURE

Please adhere to the following protocol when testing students:

Never pass any student who does not attain a minimum score of 80% on the full 50-question exam.

Prior to the start of the exam:

- Describe the type of questions on the exam to alleviate anxiety. Such as 40 multiple choice, 10 T/F, and up to 10 questions can be missed
- Inform the students that they may have the exam read to them. A good procedure for verbal testing is to give a copy of the exam to the student as well as having one yourself. Have the student follow along as you read it aloud. Offering this option in advance may alleviate the need to offer a re-test later.
 - Remember! No “one-on-one” contact with students. Always have multiple students present; or an additional instructor present; or be in plain sight of the rest of the classroom.
- Remind students that it is a closed book exam.
- Students must pass the exam independently.
 - Instructors may help with vocabulary as long as the explanation does not supply the answer. Instructors **may not** guide the student to the correct answer
 - Cheating is not tolerated; remind students that cheating is cause for immediate failure for the person cheating as well as the person providing the answers.

If a student fails on their first attempt offer a re-test: Only those instructor teams willing to follow proper procedure may offer students the option to re-test.

- If the student chooses to re-test, they must retake the entire exam on a new separate answer sheet. Forward both answer sheets to the program office with the course materials.
 - Reviewing only those questions that the student missed, or referencing any answers on the original answer sheet test, or anything less than an entire exam is not a valid re-test.
- If a student chooses to retake the exam, offer again to read the entire exam to/with the student. Although this offer should be made initially not all students accept the offer when they should.
- Fail the student if the re-test score is also less than 80%. There is no re-test of a re-test; a third attempt is not endorsed.

Please realize that some of our students will not be capable of passing the exam. It is expected. Only those students who have successfully passed an entire exam on their own are eligible for certification as a MA Hunter Education Graduate.

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